



JIM JONES
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 264-7135

February 5, 2015

To: Each Supervisor

From: Dave Chittenden
Chief Deputy Director

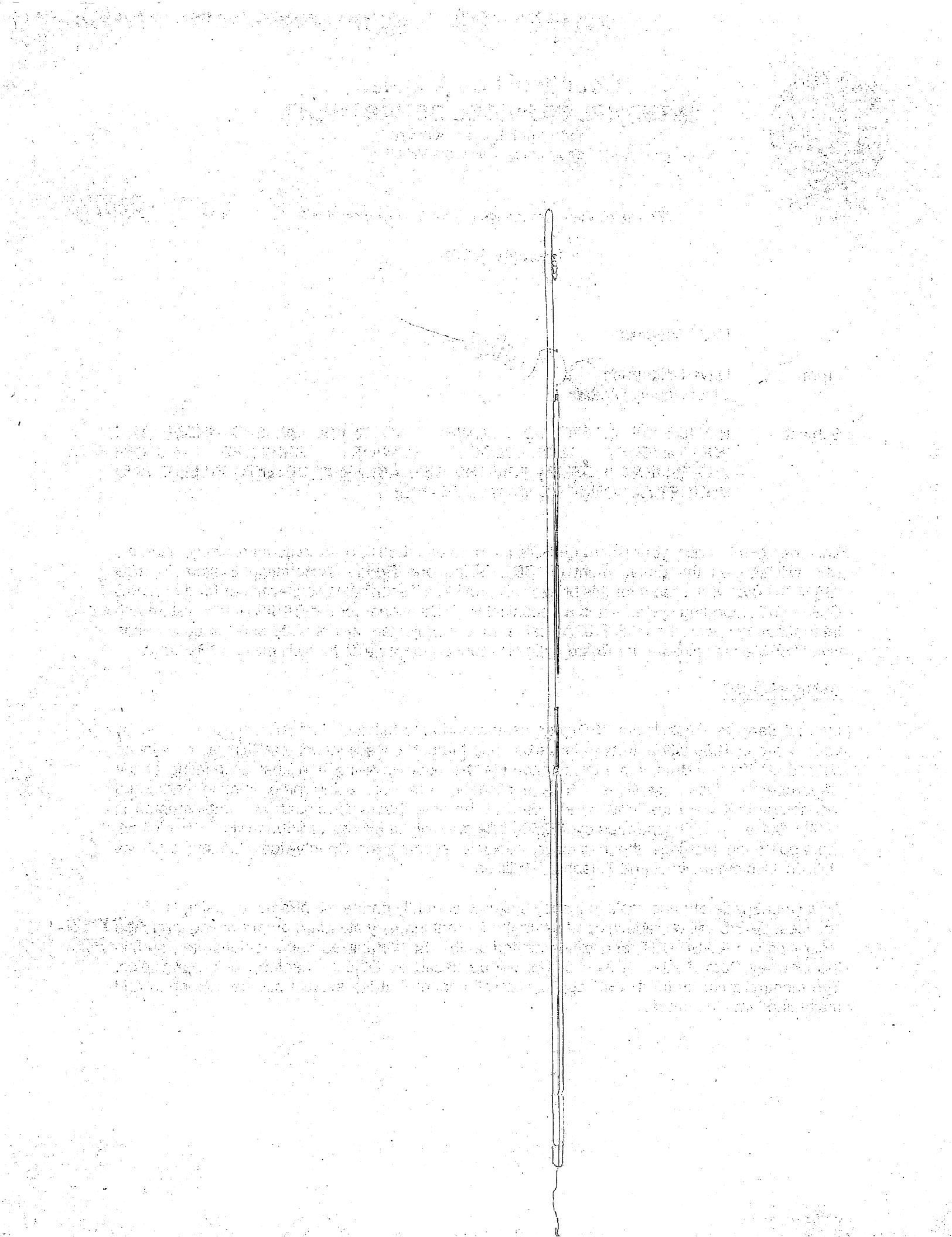
Subject: **NOTICE OF INTENT TO ACQUIRE TWO WORK ORDERS UNDER THE INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) FOR THE REPLACEMENT OF ISD'S BILLING AND BUDGET ACCOUNTING SYSTEM (BASIS)**

This memo is to notify your Board of ISD's intent to use the ITSSMA to acquire two consultants who will support the replacement of ISD's Billing and Budget Accounting System for ISD (BASIS). Two work orders for this project will provide a Technical Web Developer for the BASIS Online and Reporting systems and a Technical Web Developer for the BASIS Batch system and Interfaces to support the BASIS technical team at a projected cost of \$500,000. In accordance with ITSSMA guidelines, prior Board notice is required for projects that will exceed \$300,000.

BACKGROUND

Internal Services Department (ISD) was established as a full cost recovery service provider by your Board in 1989 when it came into existence through consolidation. BASIS was developed soon thereafter, and implemented to manage the budget, billing and cost accounting of the Department's diverse services. The application was built using programming code and technology that were the industry standard at the time it was developed and implemented in 1992. Currently, ISD generates over 6,500 bills annually in excess of \$597 million. In addition, the application provides the necessary tools to account for Countywide Budgets such as Utilities, Customer Direct and Telephone Utilities.

As a Countywide effort to replace legacy systems currently on the mainframe, by using ITSSMA services, BASIS will be redeveloped using the current industry standard programming language (Microsoft C # & ASP.NET) and will be hosted on the ISD Virtualized Server solution (eCloud) in the Downey Data Center. Development will be based on Object Oriented Design principles. The modernization of the BASIS application will ensure that the system can be supported and maintained into the future.



SCOPE OF WORK

The consultants being requested under these two ITSSMA work orders will work directly with ISD/ITS staff in the development, testing and implementation of the various modules that comprise the BASIS application.

Web Developer – BASIS Online and Reporting Systems will work with the ISD Technical Team to develop the BASIS Online System, BASIS Table and Feeder System, and the Ad Hoc reporting System. These systems are used by ISD employees as well as County departments to report on monthly billing inquiries.

Web Developer – BASIS Batch System and Interfaces will work with the ISD Technical Team to develop the BASIS Batch processes and Interfaces that communicate with eCAPS and support the COGNOS Data Warehouse, and various Chart of Accounts (COA) interfaces to systems such as TIMEI and other ISD applications.

JUSTIFICATION

The Department currently does not have available staff with the expertise needed to perform the programming required on this complex system in the timeframe identified. It is imperative to implement the modernized BASIS system by July 1, 2016, as key technical and business analysis staff will retire at that time. By hiring two consultants to provide the required expertise, and have them work alongside existing ISD/ITS staff for knowledge transfer, it is expected the system will be implemented on schedule and existing staff will have sufficient knowledge to continue to support the system in the modern technology on an ongoing basis. The duration of each work order is anticipated to be approximately one year, in order to provide the Department with sufficient time to run parallel processing for 2-3 months prior to production cutover on July 1, 2016.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action supports Strategic Initiative 5; Legacy System Replacement by modernizing a critical legacy system for ISD.

FISCAL IMPACT

The projected ITSSMA consulting cost of \$500,000 will be absorbed in ISD's Fiscal Year 14-15 and 15-16 Operating Budgets.

NOTIFICATION TIMELINE

Consistent with the ITSSMA policies and procedures, we are informing the Board of our intention to use two ITSSMA work orders to acquire the consultants required for this project. In 10 business days, absent any concerns from your office, we will proceed with the ITSSMA process to secure the requested consultants.

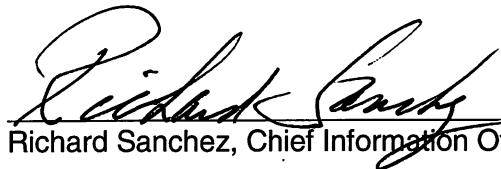
Each Supervisor
February 5, 2015
Page 3

If there are any questions, please feel free to contact me, or have your staff contact David Yamashita, General Manager, Administration and Finance Services, at (323) 267-2136.

DC:DY:dy

c: Executive Office, Board of Supervisors
Chief Executive Officer
Chief Operations Officer
Chief Information Officer
County Counsel
AFS General Manager

REVIEWED BY:


Richard Sanchez, Chief Information Officer

Date: 2-27-15